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Publications Review Board

"Helping You Honor the Oath"

(U) Resume Mythbusting

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source

(U) There are lots of myths and rumors and hearsay about what PRB will and won't do to your resume after it is submitted. With the help of our favorite Mythbusters, let's clear some of those myths up.

(U) **Myth:** You can only have a resume approved if you have a specific date for your retirement.



(U) **Truth:** You can submit a resume for approval whenever you want. Maybe you're

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looking for a new job in a different city, or maybe you want to have a resume just in case that perfect job comes along, or maybe you're retiring. No specific date for retirement or

leaving the Agency is needed. Once you have a resume that you may want to distribute (now or in the future), feel free to submit it to PRB. Once you PRB has deemed your resume unclassified and approves it, you can do whatever you like with it—post it on job hunting websites or keep it just in case that perfect job comes along. Remember that any changes made after PRB approval must be re-submitted to the PRB for additional review – even if they are made after your separation or retirement. The Agency's prepublication review obligation is life-long.

(U) Myth: If I submit a resume to PRB, PRB will contact my supervisor and tell them I'm planning to leave or looking for other jobs.



(U//~~FOUO~~) Truth: If you are a staff employee and submit a resume to PRB, we contact your supervisor only in cases where the subject matter expertise for your resume content is not available elsewhere. If you are a contractor, we do contact your COTR in order to verify the

sterility code of your contract, but they are only told that your resume is under review – not what you are planning to use it for. We simply review your resume and return it to you per our normal procedure. Just because you have submitted a resume to the PRB does not necessarily mean that you are planning to leave — e.g., your contracting company may require you to have an updated resume on file each year. Every staff employee and contractor has an obligation to submit materials to the PRB for publication, and individuals have material reviewed for a wide variety of purposes, so you are not alone.

(U) Myth: If I only change one thing on my resume, or if my resume is short, that will ensure it gets reviewed quickly.



(U//~~FOUO~~) Truth: Short submissions **may** get reviewed more quickly, but there are several factors other than length that influence the speed of the review, including the volume of submissions already in process at the time you submit a new document (which often numbers

in the dozens – or hundreds, even) and the time needed for coordination with other

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offices and agencies. Are you undercover or have Joint Duty experience? Then PRB will have to coordinate the review with [redacted] or the relevant agencies. Also keep in mind that PRB review, including all processing and research, is currently still a manual process – none of the coordination or textual analysis is automated. For these reasons, the standard timeline for PRB reviews is 30 days, per Agency regulation. If you do need your resume reviewed quickly, please let us know your deadline and we will do our best to meet it, though we cannot always guarantee it.

(U) Myth: PRB will just scrub my resume and make it generic.



(U) Truth: The PRB is responsible for reviewing all submissions for classified information, and appropriateness, if applicable. In some cases, resume language does need to be generalized a bit to remove references to classified information. Often our reviews require

significant redactions, and while we offer limited alternative language when we can, we cannot entirely re-write large sections or entire documents. We understand that specific resume language can be crucial for job searches, academic programs, etc., so if there is something particular you are trying to communicate with your resume, please contact us to discuss potential alternatives. We're here to help!

(U) Myth: The PRB approves both classified AND unclassified resumes.



(U//FOUO) Truth: The PRB reviews material intended for publication. Our responsibility is to ensure that all classified material is removed from documents prior to its public use outside the Agency. We do not have the authority to downgrade, sanitize, or release classified

information. If you want to have a classified version of your resume handy at work, that's fine – please be sure to properly mark and handle it as you would any other classified document. If you have questions about classification, try contacting the Agency's Classification Help line at [redacted] But it does not require PRB review as long as it is staying on the proper classified systems.

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